

Miami Township Fire and EMS Operating Procedures



TITLE:

HYDRANT MAINTENANCE OPERATING PROCEDURE

#1102

EFFECTIVE DATE:

06/25/2015

DATE AMENDED:

REVIEW DATE:

12/25/2015

APPROVED BY:

Chief Steve Kelly

This Operating Procedure shall take effect immediately and shall remain in effect until superseded.

PURPOSE

Establish an Operating Procedure (OP) for conducting annual preventative maintenance on hydrants within Miami Township.

SCOPE

This Procedure applies to all department personnel who will participate in hydrant maintenance duties.

DEFINITIONS

Out of Service (OOS)

Out of service criteria for a hydrant covers physical and mechanical defects found on inspection. These defects can include, but are not limited to: broken stems, frozen 5" (steamer) cap, no water flow, missing caps and/or physical damage to the hydrant from suspected or observed vehicle contact.

Broken Stem

Stem continuously spins when turned and does not allow water to flow. Hydrant stem may also be "frozen" or unable to be opened with reasonable force.

Hydrant Defect

Hydrant defects are defined as problems with the hydrant that need to be addressed, but the hydrant can still be used for its intended function. These defects include, but are not limited to: hydrant is not up to grade, hydrant will not completely close/open, stem is hard to open, one or both 2.5" caps are unable to be removed.

Leaking Hydrant

A hydrant that is found actively leaking upon inspection with a pressurized discharge of water upon the removal of an outlet cap.

Non-draining Hydrant

A hydrant that is found with water in the bonnet at a level equal to or below a hose outlet.

PROCEDURE

A. General

1. Hydrant maintenance is performed on at least an annual basis and consists of checking hydrant operation, lubrication, flushing and painting when needed.
 - a. Pressure testing will occur as per the recommendation of the Insurance Service Office.

B. Hydrant Maintenance Assignment

1. Assignments are geographically divided to allow stations to work within their response district. Additionally, hydrants will be divided by shift, except Station 28.



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2. It is the responsibility of the duty crews to complete the maintenance assignments. The Shift Captain and/or Station Lieutenants will assure that hydrants are completed within the stated time frame.
3. Hydrant maintenance checklists will be distributed after April 1st and prior to April 15th with a completion date of October 1st.

C. Maintenance Procedure

Crews should be cognizant of landscaped areas surrounding hydrants. If mulch beds or organized landscaping is present, exercise good judgment to adequately service the hydrant and cause the least amount of disruption to these areas.

1. Hydrant maintenance may occur during weekdays and weekends between the hours of 0800 and 1700 (unless otherwise notified).
2. Prior to flushing hydrants, call Clermont County Water Resources (CCWR) at 513-732-7970 to report what areas hydrant flushing will occur for that day.
3. Immediately contact CCWR and the District 26 supervisor for all water main breaks and for any hydrant that has been opened but cannot be shut off.
4. Check for the correct address/location.
5. Remove all outlet caps.
6. Lubricate outlet threads using food grade silicon spray located at each station.
7. Replace caps except for one 2.5" cap.
8. Open hydrant to ½ flow capacity from the 2.5" outlet until water flows clear.
9. Close the hydrant with care to not over tighten, replace cap(s) and proceed to the next hydrant on the list.

D. Clear Area Around The Hydrant

1. A minimum area of 3 feet clearance around the hydrant shall be maintained to allow access.
2. The hydrant shall be visible from road upon approach in three directions (to the right, to the left and directly in front of the hydrant).
3. Landscape around hydrants shall not be taller than the bottom of the discharge caps.

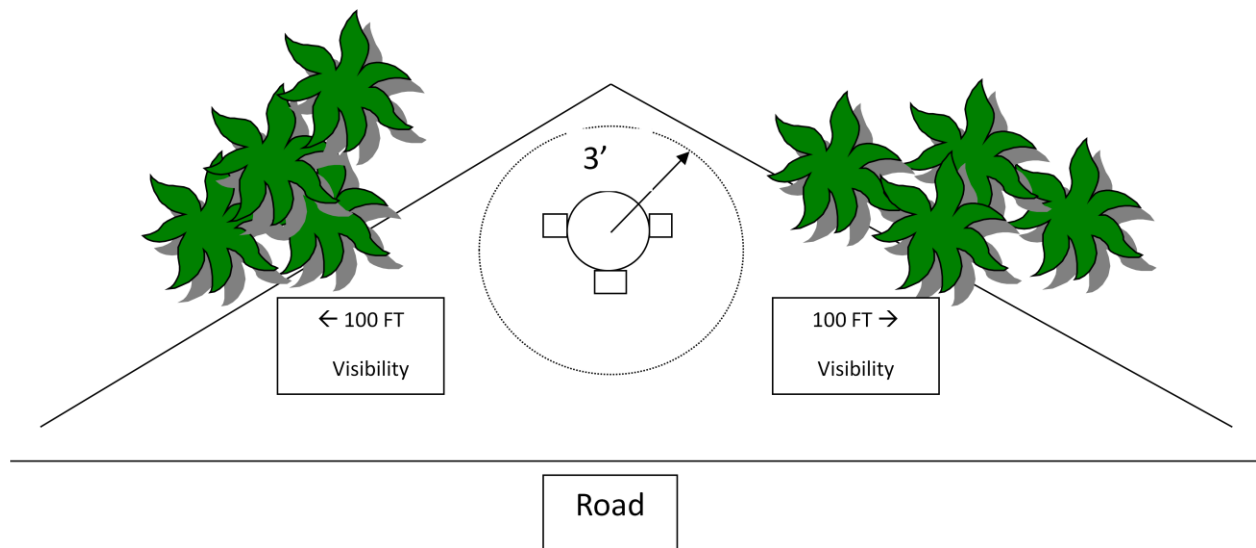


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4. If an obstruction is observed, attempt to make contact with the homeowner. Explain the circumstances and leave a landscaping letter (G:Drive, Hydrant Maintenance Folder). A follow up should occur at the time stated in the letter, or no less than 3 weeks from the first contact.
5. If no action has been taken by the homeowner, refer the problem to the department's hydrant coordinator for further follow-up.

E. Paint And Decals

1. The hydrant barrels are painted as needed. Paint is supplied by the Water Department. Public water system hydrants are painted red in color. (Private hydrants are painted yellow by the property management).
2. Reflective decals are to be affixed to the top of the barrel just below the bonnet and should be replaced as needed to maintain reflective properties. Decals are purchased by MTF&EMS.

F. Out Of Service (OOS) Hydrant

1. If a hydrant is OOS for any reason, secure a dark, thick-ply plastic bag over the hydrant with duct tape.
2. Send an email to the department's current hydrant coordinator with the address, county ID number (4 digits) and reason the hydrant is out of service.

G. Pumping Hydrants

1. Whenever water is found within the barrel of a hydrant due to a leak or does not appear to drain due to a non-draining hydrant, the hydrant shall be pumped free of water.
2. There are two situations where water may be found within a hydrant:
 - a. Leaking Hydrants
 - A hydrant that is found "charged" with water despite being properly closed should be noted as leaking and reported as a defect.



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b. Non-draining Hydrants

- A hydrant that is found with water in the barrel and/or is noticed to not drain after being closed should be noted as non-draining.

c. Whenever a hydrant is identified as leaking and/or non-draining, need to be re-checked within 30 days to see if the barrel contains water.

- If after two visits, water is found inside the barrel of a hydrant it should be reported as a defect.

3. Winter Hydrant Maintenance

a. During winter months (November through February, or whenever the temperature is expected to be below freezing for an extended period of time) a list of leaking hydrants will be distributed to every station.

b. The listed hydrants will be checked on a monthly basis. If water is found within the barrel of a hydrant, the hydrant shall be pumped free of water.

c. If a hydrant is found to be frozen, the hydrant will be flush-thawed.

- During winter months, two 25' sections of 2½" hose will be carried on each fire engine. These hoses will be used to thaw any frozen hydrants.

d. The winter hydrant list will be distributed and the responsibility to check the hydrants will be done as per the Hydrant Maintenance Assignment Section of this Procedure.

e. If after two visits, water is found with the barrel of a hydrant it should be reported as a defect in the department's current record management system. An email shall also be sent to the department's current hydrant coordinator who will notify the CCWR.

H. **Completed Maintenance Checklists**

1. Duty crews will complete paperwork and make note of any defects or problems with specific hydrants.
2. Include dates of completion and crew member badge numbers on the checklists.
3. Document new hydrants with addresses and maintenance performed.
4. Enter completed maintenance in the department's current Record Management System.
5. Forward completed paperwork to the department hydrant coordinator. Completed paperwork checklists will be kept for a period not to exceed 10 years.
6. A monthly OOS hydrant list will be electronically distributed by the department's hydrant coordinator to the District 26 supervisor for placement on all front line apparatus.



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I. Private Property Hydrants

1. MTF&EMS does not perform hydrant maintenance procedures on hydrants located on private property. Maintenance of these hydrants is the responsibility of the property owner.
2. Fire Safety Inspectors, during the course of regular inspections, should request records of hydrant maintenance and witness operation of hydrants on private fire protection systems.